

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: CLERK IV –
Contracts and Procurement

SALARY GROUP: A11

DEPARTMENT: Contracts and Procurement

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: Billy Sanders DATE: 04/09/2015

POSITION #: 003029

I. JOB SUMMARY

Performs advanced clerical work. Work involves coordinating clerical activities; compiling and tabulating data; checking documents for accuracy; handling and transporting documents, stock, and inventory; and maintaining files. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

II. ESSENTIAL FUNCTIONS

- A. Prepares and reviews correspondence, reports, purchase orders, summaries, manuals, ledgers, requisitions, records, and other forms ensuring accuracy and completeness; and reviews, edits, and reconciles discrepancies.
- B. Maintains filing and record keeping systems for purchase orders, requisitions, receiving reports, and purchase requests; performs and reviews data entry, retrieval, and data searches; posts, reviews, and edits information on agency records; and recommends modification of forms and records.
- C. Answers inquiries regarding policies and procedures; responds to requests for information; communicates with vendors and staff on purchasing matters; and provides liaison between agency departments.
- D. Maintains and coordinates the maintenance of materials and supplies; coordinates the receiving, storing, and issuing of stock items; performs receptionist and telephone duties; and opens, sorts, and distributes mail.

* Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning clerical, secretarial, administrative support, or technical program support experience. Thirty semester hours from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for each year of experience on a year-for-year basis for a maximum substitution of two years.
3. Experience in processing purchasing documents preferred.
4. Experience in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs preferred.

B. Knowledge and Skills

1. Knowledge of office practices and procedures.
2. Knowledge of purchasing practices and procedures.
3. Knowledge of purchasing practices and procedures in a state agency preferred.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill in the use of Microsoft Office Suite or equivalent to include word processing, spreadsheet, database, or presentation software programs.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.